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SPECIAL EMPHASIS PROGRAM REVIEW

Date: 3/4/03

DUNS - 041485301

To: Frank J. Waltos, HAAM-10
Small Business Advisor

From: Stacey Diamond
Contract Specialist

DTFH61-03-C-00104

The attached material is presented for review pursuant to TAR 1219:

A. Procurement method: PR No. _____

___ 8(a) Sole source to: ^[1]

___ 8(a) Competitive set-aside ^[1]
___ HUBzone competitive set-aside
___ Small Business competitive set-aside
___ Full and Open competitive ^[2]

[] Concur [] Non-concur (see note below)

B. NAICS Code: Number _____

[] Concur [] Non-concur. Recommend No. _____

C. Subcontracting Plan: ☒ Required (copy attached) [] None planned (Offeror statement attached)

☒ Concur [] Non-concur (see comments below)

COMMENTS:

Frank J. Waltos
Frank J. Waltos, Small Business Advisor

3/5/03

Date

(N/A)
SBA Procurement Center Representative

Date

NOTES: ^[1] For new requirements, attach a complete copy of the PR/SOW.
^[2] Attach a copy of the source list plus Program Office justification for F&O competition.

Small Business Subcontracting Plan Exclusion Outline

Attachment A

Categories	Exclusions
Salaries/Wages	381,193
Benefits	149,197
F&A Costs	318,072
Per diem/lodging/taxis	32,798
Service Centers	
Equipment Installation/Fabrication	
Services/Fees	38,557
Drexel University	50,000
Office rent	
Total Exclusions	969,817

WSU internal

WSU internal

WSU internal

Potential Subcontracting

Categories	Dollars
Equipment	276,400
Travel (Airfare)	60,750
Supplies and Materials	47,833
Technology (Analysis Software)	1,200
Other Purchases	

SB	VOSB	SDVOSB	HUB	SDB	WOSB	Large
						276,400
					60,750	-
						47,833
						1,200
						-

Total Available	386,183
	1

-	0.0	0.0	0.0	0.0	-	60,750	325,433	386,183
0.0%	0.0	0.0	0.0	0.0	0.00%	15.7%	84.3%	

Total Contract Cost	1,356,000
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(Efforts are being made to include minority and small businesses in purchases of equipment, software and supplies.)

**WASHINGTON STATE UNIVERSITY
SMALL BUSINESS CONCERNS
INDIVIDUAL SUBCONTRACTING PLAN**

“Infrastructure Renewal Research”

The following, together with any attachments, is submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507 and 103-355 as implemented by the Federal Acquisition Regulation, the Defense Supplement thereto, Public Law 100-180 and 103-337. The following goals are required.

1. Plan Goals

A.	Total Amount of Contract	\$ 1,356,000
B.	Total Subcontracted Items	\$ 386,183
C.	% Large Business Concerns: Large Business Concerns	84.3% \$ 325,433
D.	% Small Business Subcontracts Small Business Subcontracts	00% \$ 000,000
E.	% Veteran-Owned Small Business (VOSB) VOSB Subcontracts	0.0% \$ 0
F.	% Service-Disabled Veteran-Owned Small Business (SDVOSB) SDVOSB Subcontracts	0.0% \$ 0
G.	%HUBZone Small Business Subcontracts HUBZone Subcontracts	0.0% \$ 0
H.	% Small Disadvantaged Business Subcontracts* Small Disadvantaged Business Subcontracts	0% \$ 00,000
I.	% Women-Owned Business Subcontracts Women-Owned Business Subcontracts	15.7% \$ 60,750

*Historically Black Colleges and Universities/Minority Institutions (HBCU/MI): 0%, at this time, of total planned subcontracting dollars under this contract will go to HBCU/MIs as identified in FAR Part 26. This percentage is included in the percentage shown under Part H above.

2.) The following principal products and/or services will be subcontracted under this contract:

- The following products/services are planned for subcontracting to large business concerns:

Communication Equipment:
Satellite Imagery Equipment
Weigh-In Station
Transducers
Communication Software
Computers: 3 @ \$3,000
Wires and Supplies
Phones and Communication Systems
Portable Thermal Imaging System
Portable GPR/Microwave System
Computers: 2 @ \$2,200

- The following products/services are planned for subcontracting to small business concerns:

No products/services are intended for VOSB concerns.

- The following products/services are planned for subcontracting to VOSB concerns:

No products/services are intended for VOSB concerns.

- The following products/services are planned for subcontracting to SDVOSB concerns:

No products/services are intended for SDVOSB concerns.

- The following products/services are planned for subcontracting to HUBZone business concerns:

No products/services are intended for HUBZone concerns. Research on HUBZone concerns have yielded no available vendors for the elements required in crystal growth and the specialized research accessories required for this particular project.

- The following products/services are planned for subcontracting to SDB concerns:

General lab supplies and other supplies/services related to this project. CEE Staff have researched small business vendors and contacted them in hopes of purchasing services and products from these entities. Success has not been great due to the following:

- *there are very few small business vendors that market scientific equipment.*
- *some small business vendors that have been contacted have not responded to requests for catalogs or other information about the vendor.*
- *the availability of vendors in the Pacific Northwest (somewhat rural and remote) is limited.*

- The following products/services are planned for subcontracting to HBCU/MI concerns:

No products/services are intended for SDVOSB concerns.

- The following products/services are planned for subcontracting to WOSB concerns:

Airfare related to the project will be paid to local, women-owned travel agency.

FUTURE PLANS AND REPORTS: *WSU will ensure that all categories of small business concerns (Small Business, Veteran-Owned Small Business, Service-Disabled Veteran Owned Small Business, HUBZone Small Business, Small Disadvantage Business and Women Owned Small Business) are included consistently throughout the plan.*

3.) The following method was used to develop the above subcontracting goals:

The goal percentages for subcontracting with small, small-disadvantaged and women-owned small businesses were achieved by analyzing the supply and equipment needs for performance of the proposed contract based on historical data, and comparing the needs with available source lists. These source lists include the State of Washington's General Administration contract listing (<http://www.ga.wa.gov/pca/contract/contlstv.htm>), the Washington State Office of Minority and Women's Business Enterprises database of certified firms (<http://www.wsdot.wa.gov/omwbe/PSB110M1.HTM>), the Grainger Supplier Diversity Catalog, Quotes and Proposals, Approved Vendor Listings, the US Small Business Administration's Procurement and Marketing Access Network, the Central Contractor Registration database (<http://www.ccr.gov/>) and other source lists maintained by Washington State University.

After careful analysis of the requirements, the University established goals. It believes these goals represent good faith and comprehensive efforts toward subcontracting with small business concerns.

4.) Facilities and Administrative Costs

Facilities and Administration Costs are based on the overhead rate negotiated between Washington State University and the Federal Government. These costs support this type of research and have not been included in the goals specified above.

5.) Plan Administration

Ms. Vickie Arrasmith, Purchasing Manager
Purchasing Office
Washington State University
Pullman, WA 99164-1020
(509) 335-3541

Ms. Arrasmith will administer purchases in excess of \$2,500 while Civil & Environmental Engineering Departmental Administrator, will administer the plan for purchases below \$2,500 (in close consultation with Ms. Arrasmith or her designee).

The Director and Departmental Administrators responsibilities relative to this subcontracting plan include the following:

A.) To assure that small business, small-disadvantaged and women-owned small business concerns will have the maximum practicable opportunity to compete for subcontracts for this plan.

B.) To assure that the University meets the commitments specified in the plan for this project. Related duties include:

- Directs activities, which will assure that source lists of potential small business concerns capable, or potentially capable of providing goods and services are established and maintained.
- Maintain records to show the University's performance with regard to the goals established in the plan.
- Develop and monitor procedures to assure that subcontracts issued by the University contain the required flow down clauses dealing with small and small disadvantaged business concerns.
- Develop, implement and monitor programs which assure the maximum practicable involvement by the professional Buying Staff in small business awareness activities, including supplier development, adherence to the subcontract documentation and University policies and procedures relative to subcontracting with small business concerns.
- Ensure that proper documentation is provided for not selecting lowest priced proposals submitted by SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB concerns.
- Provide records and reports and fully cooperates in all studies and surveys as may be required by the funding Agency or the Small Business Administration.

6.) Subcontract Competition Opportunities

It is the policy of Washington State University that small business concerns be given the maximum practicable opportunity to participate in any and all purchases made by Washington State University in accordance with approved University purchasing

procedures. Specifically, management will make a concerted effort to assure that these business concerns will have an equitable opportunity to compete for subcontracts on this program.

This effort will include, as a minimum:

a. Outreach efforts will include

- Contacts with minority and small business trade associations.
- Contacts with business development organizations.
- Attendance at procurement conferences and seminars.
- Provisions of technical and management assistance to small businesses and small disadvantaged business concerns to assure complete understanding of requirements.
- Extension of a 5% preference in bid evaluations to MWBE participation if all bid specifications are met.
- **(Added for Future Plans and Reports) Expanding these efforts to include all concerns by contacting trade associations, veteran service organizations, business development organizations, and reviewing conferences and trade fairs.**

b. Sources will be requested from

- State of Washington's General Administration contract listing (<http://www.ga.wa.gov/pca/contract/contlstv.htm>)
- The Washington State Office of Minority and Women's Business Enterprises database of certified firms (<http://www.wsdot.wa.gov/omwbe/PSB110M1.HTM>)
- The Grainger Supplier Diversity Catalog
- The National Minority and Women's Business Pages (<http://www.mbpages.com/>)
- The Minority Business and Professional Directory (<http://www.mbpd.com/>)
- US Small Business Administration's Procurement and Marketing Access Network
- Other source lists maintained by the Washington State University Purchasing Department.
- **(Added for Future Plans and Reports) National Minority Purchasing Council Vendor Information Service**
- **(Added for Future Plans and Reports) Research & Information Division of the Minority Business Development Agency in the Department of Commerce**
- **(Added for Future Plans and Reports) Small, HUBZone, Small disadvantaged, and Women Owned Small Business trade associations.**
- **(Added for Future Plans and Reports) Source lists (e.g., PRO-NET), guides and other data that identify Small Business, Veteran-Owned Small Business, Service-Disabled Veteran Owned Small Business, HUBZone Small Business, Small Disadvantage Business and Women Owned Small Business.**

c. Internal efforts will include:

- Training and motivation of personnel to insure complete support of the plan.

- Periodic review by management of progress made against the goals established by the plan.
 - Assignment, by name, of specific individuals to carry out the requirements of the policies and procedures.
 - Issuance and promulgation of University policies and procedures, which implement the requirements of PL 95-507.
- d. Small, VOSB, SDVOSB, HUBZone, SDB, and WOSB concern source lists, guides and other data identifying SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB concerns will be maintained and utilized by buyers in soliciting subcontracts.
- e. **(Added for Future Plans and Reports) Additional functions:**
- **Assist small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women owned small business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications and delivery schedules so as to facilitate the participation by such concerns. Where the Contractors lists of potential small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women owned small business subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time.**
 - **Provide adequate and timely consideration of the potentialities of small business, veteran-owned small business, service-disabled veteran owned small business, HUBZone small business, small disadvantaged business and women owned small business firms in all make or buy decisions.**
 - **Counsel and discuss subcontracting opportunities with representative of small business, veteran-owned small business, service-disabled veteran owned small business, HUBZone small business, small disadvantaged business and women owned small business firms.**
 - **Provide notice to subcontractors concerning penalties and remedies for misrepresentation of business status as small, veteran-owned small business, HUBZone small, small disadvantaged or women-owned small business for the purposes of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor s subcontracting plan.**

7.) Assurances

Washington State University agrees that the clause at 52.219-8, Utilization of Small Business Concerns will be utilized in all subcontracts that offer further subcontracting opportunities, and all subcontractors, except SM concerns, who receive subcontracts in excess of \$500,000 will be required to adopt and comply with a subcontracting plan similar to the plan required by Federal Acquisition Regulation 52.219-9, entitled "Small Business Subcontracting Plan." Such plans will be reviewed by comparing them with the provisions of P.L. 95-507 and assuring that all minimum requirements of an acceptable

subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small, small disadvantaged and women-owned small business subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to subcontracting program participants.

8. Reporting

Washington State University is willing to cooperate in any studies or surveys, submit periodic reports and submit reports SF294 and SF295 in accordance with instructions on the forms as requested by the contracting agency.

9. Other Information in Support of Plan

The University will maintain a list of all concerns utilized in conducting the project.

- A. The Directory of Minority and Women's Business Enterprises is used as the basis for developing bidding lists for subcontracts. This list has been compiled by Washington State from lists of businesses nationwide. If required upon completion of the project an effort will be made to identify which business concerns involved in the project meet the guidelines of "small" or "small disadvantaged". The University submits reports to the Washington State Office of Minority and Women's Business Enterprises on a quarterly and annual basis. Copies of such reports will be sent as requested.
- B. Additional records such as records of outreach efforts, internal guidance and encouragement, assistance of small business and small disadvantaged businesses in the preparation of bids, and the counseling of small businesses and small disadvantaged businesses as specified in FAR 2.219-11 are maintained as part of the requirements for the OMWBE and can be submitted as requested. In addition, Washington State University agrees that it will maintain records on a contract-by-contract basis that records on all subcontract solicitations over \$100,000, indicating for each solicitation (1) whether SB concerns were solicited, and if not, why not; (2) whether SDB concerns were solicited, and if not, why not; (3) whether WOSB concerns were solicited, and if not, why not, and (4) reasons for the failure of solicited SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB concerns to receive the subcontract award.
- C. The total amount requested for this contract is \$1,356,000.
Per diem expenses are incurred by individual travelers who pay for their costs of lodging, meals, mileage, parking and ground transportation while on official business. As it would be impractical to require travelers to utilize and report SB/SDB on trips, these per diem expenses are excluded from the subcontracting goals.

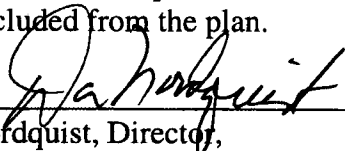
Washington State University has a Central Stores purchasing unit for departments to purchase items at state contract rates and departments purchase items as described in WSU's Business Policies and Procedures Manual:

http://www.wsu.edu/~forms/HTML/BPPM/70_Purchasing/70.35_Central_Stores.htm

. Here is an excerpt taken from the University's BPPM – "In order to maximize the benefits associated with quantity buying, University offices and departments should purchase from Central Stores those items that are listed in the Central Stores Office Supplies and General Supplies catalogs." The items required to be purchased from the University's Central Stores purchasing unit are excluded from the plan.

Washington State University also provides "in-house" ancillary laboratory services that facilitate the research process at rates provided at cost. These types of ancillary services are excluded from the plan.

Signed: _____



Date: _____

2/28/03

Dan Nordquist, Director,
Office of Grant and Research Development,
Washington State University